

August 22, 1952

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MEMORANDUM

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SUBJECT: Suggestions Regarding Future Courses of Instruction.

In accordance with our conversation on the above subject, I am sending you my views regarding courses of instruction which might be offered in the future.

1. Hours of Instruction. I realize that employees who have to carry on their regular work are limited in the amount of time they can devote to studies. It is obvious that a regular 32-hour university course cannot be given with its full flavor in eight hours; however, I believe that if there is no discussion a lecturer can condense a full university course into eight hours of lecture. This, of course, requires a Reader's Digest treatment of the subject but it can be done. I believe, further, that it is better to present the subject matter in four 2-hour lecture periods rather than in eight 1-hour lecture periods. In my experience, it requires about two hours to round out a theme and generally a university course can be outlined or patterned into four major themes with multiple subsidiary topics.

2. Quality of the Students. The group which took my courses this past July were of irregular quality, some of them were well able to keep abreast of the swiftly moving presentation of the material, others, I felt, had difficulty keeping up. It would be advantageous if some sort of preliminary screening could be done so that only students capable of absorbing a great deal of information in a brief time were admitted to the class.

3. Required Reading. It would be helpful if a lecturer were permitted to provide a limited and highly selected bibliography of required reading and if the students who were to take the course were required actually to read those materials before attending lectures. They would thus have background to enable them to comprehend the substance of the lectures.

4. Class Room. The class room selected for the month of July was unfortunate in that the movement of air was bad and the heat was at phenomenal heights. The students showed remarkable endurance,

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many of them attended classes after their offices had been dismissed for the day because of excessive heat. If classes are to be given during the hot months it seems to me it would be worth the extra trouble to attempt to secure a class room with airconditioning.

I believe that the idea of having such classes is excellent and I was delighted to have a share in giving them.